



Job Posting

Posting & Application Period:
August 22, 2016 to September 6, 2016 (by 5:00 pm)

Michigan Veterans' Facility Ombudsman

DEPARTMENT: Office of the Michigan Veterans' Facility Ombudsman

STATUS: Full-Time

HOURS: 37.5 hours per week | 8:30 am to 5:00 pm, Monday – Friday

MINIMUM SALARY: \$73,836 annually

JOB LOCATION: Boji Tower–4th Floor, 124 W. Allegan Street, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

The Michigan Veterans' Facility Ombudsman carries out the duties and responsibilities enumerated in state statute to receive, investigate, and analyze violations of laws or policies in Michigan veterans' facilities. The Ombudsman directs all aspects and functions of the Office of the Michigan Veterans' Facility Ombudsman, including: formulating, managing, and monitoring the overall goals, program budget, and direction; managing and supervising staff; overseeing investigations and hearings; and producing reports with recommended solutions. Investigates problems and violations at Michigan veterans' facilities in response to concerns or complaints. Maintains confidentiality and ensures that an independent, unbiased review is conducted. Makes recommendations and provides executive-level advice in resolving critical and sensitive issues that affect a broad spectrum of Michigan veterans' facility policies, procedures, and programs. The Michigan Veterans' Facility Ombudsman reports to the Legislative Council.

MINIMUM QUALIFICATIONS

- Master's degree in public or business administration, or equivalent, required.
- Experience with policy formulation and developing and conducting investigative analyses required.
- Minimum of five years of related and progressively more responsible or expansive work experience in veterans' issues, public or mental health, or medical facility administration required.
- Staff supervision and administrative management experience required.
- Veteran status preferred.
- Experience in the legislative process and familiarity with state government preferred.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings and holidays.
- Must have a valid driver's license for travel to statewide facilities.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. Applicants must include the following three items as separate attachments in their online application in order to be considered: 1) cover letter outlining interest and qualifications, 2) resume, and 3) copy of college transcripts. The deadline to apply is 5:00 pm on Tuesday, September 6, 2016.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS AND INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. All employees must be non-partisan.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.